

Page Denied

Next 5 Page(s) In Document Denied

MEMORANDUM FOR: Director, Intelligence Community Staff

VIA: Deputy Director, Intelligence Community Staff
Deputy Director, Requirements and Evaluations

FROM: Senior Person Traveling on Specific Trip
Office Assigned

SUBJECT: Format for Trip Report

1. Purpose: Briefly state the reason for your trip.
2. Traveler(s): List by name, title and office all who went on trip from the IC Staff.
3. Itinerary: List location(s) visited, inclusive dates of travel and key personnel contacted.
4. Discussion: List in this section a discussion of the findings and/or problems from the conference, assistance visit, or other type visitation. The key to writing a trip report is remember the audience--too many details are not necessary, but main points should be covered; did you commit yourself, your office/boss, or this Staff to any future action? If the trip supports a recommendation or position, an amplified discussion section might be needed. If appropriate, include your contributions to a conference or meeting. In cases where you received complete minutes, and it is appropriate to forward those to the D/ICS, this report may serve as a cover memo for them. The exact format is not particularly important as long as you keep it simple and convey the mission and/or contribution of your trip. In keeping these reports tolerable and manageable, they should be keep to a page in length.
5. Conclusions/Recommendations: Use this section to summarize your findings or recommendations. Also, include who has received copies of this trip report.

Signed

~~CONFIDENTIAL~~